

**TO: Chairman and Members**

**DATE: November 18, 2010**

**SUBJECT: Minimum Standards for Training  
Title 15, Subchapter 1, Section 173,  
California Code of Regulations  
Request Permission to Begin the Revision  
Process**

**AGENDA ITEM: I**

**RESOURCE  
PERSON: Barbara Fenton**

**ACTION: X  
INFORMATION:**

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**Summary:** This agenda item requests permission to begin the Administrative Procedures Act process for the revision to the Minimum Standards for Training, Title 15, Section 173, of the California Code of Regulations (CCR). Section 173 pertains to the Probation Officer Core Course for entry level probation officers. The change in Core Course hours (based on the results of the Probation Officer Core Course Project) necessitates revision of the required number of hours stated in the regulation.

Staff requests: approval of the draft revision to the Probation Officer Core Course regulation; approval to submit the revised regulation to the Office of Administrative Law (OAL); the appointment of a chairperson for the public hearings; and approval to begin the public comment process.

Staff is also requesting the CSA Board approve two public hearings, each to be chaired by a Board member. The public hearings are an essential part of the public comment period. The proposed hearings are tentatively scheduled as follows:

<b>Date</b>	<b>Location</b>	<b>Board Member Panel Chair</b>
January/February 2010	Sacramento	TBA
January/February 2010	Southern California	TBA

**Background:** The Corrections Standards Authority (CSA) is mandated by Penal Code Section 6035 to adopt and from time to time amend minimum training standards for probation officers and other correctional personnel. As part of this responsibility, the Board adopts regulations that assist local agencies in raising the level of competence of adult and juvenile corrections officers and probation officers.

To accomplish this, the Standards and Training for Corrections Division of the CSA worked closely with local corrections officials to establish the revision to the Probation Officer Core course as delineated in the Probation Officer Core Course Revision Project. The regulation is attached for your review (Attachment A).

In this rulemaking process, with Board approval, the draft revised regulation will be submitted to the OAL, and then undergo a 45-day public comment period. After the public comment period, two public hearings, chaired by a CSA Board member, will be held. Staff anticipates presenting the draft regulations to the CSA Board at the March 2010 meeting. If there are no changes that result in an additional 15-day public comment period, it will be requested to adopt and submit the revision to the OAL for approval. The proposed timeline is attached for your review (Attachment B).

**Major Revisions:** The proposed revision calls for an increase to 196 hours from a current standard of 174 hours. This increase in hours is a result of:

- adding an introduction to evidence-based practices, interviewing, and assessment tools.
- adding physical conditioning to prepare students for defensive tactics training and to assist in reducing injuries.
- increasing the time allocated to defensive tactics training.

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**Recommendation/Action Needed:**

Staff recommends:

1. The Board approve the draft regulation.
2. The Board direct staff to submit the draft regulation to the Office of Administrative Law.
3. The Board appoint a CSA Board member as chair for the upcoming public hearing regarding the draft regulation.
4. The Board direct staff to begin the public comment process regarding the regulations.